

# Revising Your Report

*If you are looking to revise an Annual Utilization Report that has already been started, follow the steps below.*

1. Login in to the ALIRTS by clicking **“Login”** on the left side of the screen, inside the grey bar.

California Home

Welcome to **California**

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**ALIRTS Home**

**Welcome to ALIRTS**  
The Automated Licensing Information and Report Tracking System (ALIRTS) contains license and utilization data information of healthcare facilities in California.

Search  
My CA ALIRTS

OSHPD

2. Enter your login on the **“Login”** line and your password on the **“Password”** line

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Welcome to **California**

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**ALIRTS Login**

This page is used for: 1) establishing an ALIRTS account; and 2) submitting annual utilization reports. Only licensed healthcare facilities are authorized to use ALIRTS to submit and/or revise their utilization reports.

Enter the Login ID and Password furnished to your facility by OSHPD. If you do not have this information, please contact the ALIRTS support line at (916) 326-3854. After your initial logged in, you are required to create an OSHPD ALIRTS Account Administrator (OAAA) who will be responsible for the facility. The OAAA can either submit the utilization report or create Report Preparer(s) to submit the report.

The OAAA and/or Report Preparer must log into ALIRTS to submit and/or revise the annual utilization report.

This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. All other access is unauthorized and unlawful. Unauthorized use may be subject to California Penal Code Section 502.

By logging on I acknowledge I have read and understand the above statement.

Login ID: johnsmith106  
Password: \*\*\*\*\*

Login Cancel

[Lost your password or login?](#)

**If you forgot your login, see the “Forgot Your Login and/or Password?” worksheet**

3. After you are logged in, you should see **“You are logged in as:”** with your username below it in red, if not go back to step 1.



4. Type in your OSHPD ID # or Facility Name in the search box then click **“Search”**



5. The next screen should show your license number, facility name, OSHPD ID number, facility type, and the two actions, **“View License”** or **“View Reports”**.



If you cannot find your facility in ALIRTS, please contact OSHPD at (916) 326-3854.



6. To see your facility's submitted Annual Utilization Reports to ALIRTS, click **"View Reports"** in the **"Action"** box.

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**ALIRTS License Facility Search Results**

Search

My CA

ALIRTS

Printer Friendly Version

1 Results found for '106340913'

License	Facility Name	Oshpd Id	Type	Action
030000052	KAISER FOUNDATION HOSPITAL - SACRAMENTO 2025 MORSE AVENUE SACRAMENTO, CA 95825 Licensee: KAISER FOUNDATION HOSPITALS	106340913 Open	General Acute Care Hospital	<a href="#">View License</a> <a href="#">View Reports</a>

7. To continue working on an **"In Process"** report, click **"Revise"** in the **"Action"** box next to the report for the year you are looking to revise.

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(Submit/View Report)

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**Utilization Report Search** Back to Search Results

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ALIRTS

**OSHPD ID: 106340913**

**Facility: KAISER FOUNDATION HOSPITAL - SACRAMENTO**

Select 'View' or 'Revise' from the Facility Reports table to view or modify a specific report. To start a new report, select the appropriate reporting year from the Report Year drop-down-box, and click on the 'New Report' button.

Report Year:

Report Year	Op. Per. Start:	Op. Per. End:	Status	Action
2002	1/1/2002	12/31/2002	Submitted Original	<a href="#">View</a>
2003	1/1/2003	12/31/2003	Submitted Original	<a href="#">View</a>
2004	1/1/2004	12/31/2004	Submitted Original	<a href="#">View</a>
2005	1/1/2005	12/31/2005	Submitted Original	<a href="#">View</a>
2006	1/1/2006	12/31/2006	Submitted Original	<a href="#">View</a>
2007	1/1/2007	12/31/2007	Submitted Original	<a href="#">View</a>
2007	1/1/2007	12/31/2007	Submitted Revision	<a href="#">View</a>
2008	1/1/2008	12/31/2008	Submitted Original	<a href="#">View</a>
2009	1/1/2009	12/31/2009	Submitted Original	<a href="#">View</a>
2010	1/1/2010	12/31/2010	Submitted Original	<a href="#">View</a>
2010	1/1/2010	12/31/2010	Submitted Revision	<a href="#">View</a>
2011	1/1/2011	12/31/2011	Submitted Original	<a href="#">View</a>
2012	1/1/2012	12/31/2012	Submitted Original	<a href="#">View</a>
2013	1/1/2013	12/31/2013	Submitted Original	<a href="#">View</a>
2014	1/1/2014	12/31/2014	Submitted Original	<a href="#">View</a> <a href="#">Revise</a>
2015	1/1/2015	12/31/2015	Submitted Original	<a href="#">View</a> <a href="#">Revise</a>
2016	1/1/2016	12/31/2016	In Process	<a href="#">View</a> <a href="#">Revise</a>

8. To change or correct information for an already submitted report, click **"Revise"** in the **"Action"** box next to the words **"Submitted Original"** for the year you will be revising.

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**OSHPD ID: 106340913**  
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Report Year:

New Report

Report Year	Op. Per. Start:	Op. Per. End:	Status	Action
2002	1/1/2002	12/31/2002	Submitted Original	<a href="#">View</a>
2003	1/1/2003	12/31/2003	Submitted Original	<a href="#">View</a>
2004	1/1/2004	12/31/2004	Submitted Original	<a href="#">View</a>
2005	1/1/2005	12/31/2005	Submitted Original	<a href="#">View</a>
2006	1/1/2006	12/31/2006	Submitted Original	<a href="#">View</a>
2007	1/1/2007	12/31/2007	Submitted Original	<a href="#">View</a>
2007	1/1/2007	12/31/2007	Submitted Revision	<a href="#">View</a>
2008	1/1/2008	12/31/2008	Submitted Original	<a href="#">View</a>
2009	1/1/2009	12/31/2009	Submitted Original	<a href="#">View</a>
2010	1/1/2010	12/31/2010	Submitted Original	<a href="#">View</a>
2010	1/1/2010	12/31/2010	Submitted Revision	<a href="#">View</a>
2011	1/1/2011	12/31/2011	Submitted Original	<a href="#">View</a>
2012	1/1/2012	12/31/2012	Submitted Original	<a href="#">View</a>
2013	1/1/2013	12/31/2013	Submitted Original	<a href="#">View</a>
2014	1/1/2014	12/31/2014	Submitted Original	<a href="#">View</a> <a href="#">Revise</a>
2015	1/1/2015	12/31/2015	Submitted Original	<a href="#">View</a> <a href="#">Revise</a>